



CHESTERFIELD COUNTY ADMINISTRATIVE POLICIES AND PROCEDURES

Department: Human Resource Management
Subject: Unemployment Insurance

Policy Number: 6-2
Supersedes: 03/21/78
Date Issued: 07/24/98

I. INTRODUCTION

An employee who is separated from the County due to layoff or due to the fact that the County is no longer in need of their services may be eligible to receive unemployment compensation through the Virginia Employment Commission (V.E.C.). Individuals who quit their jobs for no good cause or are fired due to misconduct will not be eligible to receive benefits. The cost of benefits is the full responsibility of the department in which the employee worked. Eligibility of benefits is determined by V.E.C., based on information from the separated employee and County records.

An employee who is terminated due to a positive drug or alcohol test will be denied unemployment benefits by V.E.C.

It is the responsibility of the employee to apply for unemployment compensation.

Report of Separation—This form is completed for each separation and is used by V.E.C. to evaluate unemployment compensation claims (See ATTACHMENT I). It may also be used for employee reference checks by potential employers.

The amount Chesterfield County pays to V.E.C. for unemployment benefits is deducted from departmental budgets.

In an effort to contain costs of unemployment compensation special emphasis must be placed on documenting the reasons and events which lead to separation on the Report of Separation Form. In the case of involuntary terminations, it is the department's responsibility to provide very specific comments on the reasons for the termination (especially those which pertain to misconduct by the employee). Comments which are too general may result in V.E.C.'s determination in favor of the employee. Documentation which specifically outlines the reasons for and supports the action taken must be attached to the form. Department representatives who need assistance with preparing appropriate documentation should contact Human Resource Management (HRM). HRM will provide V.E.C. with the necessary information when responding to requests regarding claims.

II. PROCEDURES

When a department receives notice that an employee intends to resign, an effort should be made by a department representative to advise the employee that they should provide written notice of intent at least two weeks prior to date of resignation. This will insure that the employee resigns in good standing. When a letter of resignation has been submitted, it should be attached to the Personnel Action form along with the Report of Separation and forwarded to HRM immediately to avoid overpayment of salary.

Once the determination has been made that is in the best interest of the County to terminate the services of an employee, the supervisor will initiate a Report of Separation. Unless the reason for termination is based upon a sole incident of misconduct, the supervisor should review the employment history of the employee to insure that all pertinent data to support the termination action is included on the Report of Separation. Information provided on the Report of Separation will be specific; i.e. date of counseling, purpose of counseling; letter of reprimand, excessive absenteeism including dates, specific violation of policies, procedures, orders--dates and circumstances, etc. The Report of Separation completed by the supervisor and reviewed by the department director/office administrator will be attached to the Personnel Action form reporting the termination.

**CHESTERFIELD COUNTY
REPORT OF SEPARATION**

Employee's Name (Last, First, MI)		Social Security Number	Department		
Hire Date	Separation Date	Grade	Current Salary		
Voluntary - Was letter of resignation received? <input type="checkbox"/> Yes (attached) <input type="checkbox"/> No		<input type="checkbox"/> Full-Time Employee <input type="checkbox"/> Part-Time Employee	Job Title		
Name and phone number of person most familiar with details of this separation:					
<p>Reason for separation: Unemployment insurance claims are a major cost to the County. The Virginia Employment Commission requires specific proof of misconduct on the part of the employee in cases of involuntary separation. In such cases, please include all pertinent details regarding the separation action, i.e. dates of incidents, circumstances leading to separation, etc. Attach supplemental sheets as necessary. Please check one that applies.</p> <table style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> <u>Voluntary:</u> <input type="checkbox"/> 01 - Family Obligations <input type="checkbox"/> 02 - Return to School <input type="checkbox"/> 03 - Relocation <input type="checkbox"/> 04 - Medical <input type="checkbox"/> 07 - Career Change <input type="checkbox"/> 08 - Dissatisfied with job duties/supervisory relationship/working conditions <input type="checkbox"/> 09 - Career Advancement <input type="checkbox"/> 12 - Orientation No-Show <input type="checkbox"/> 60 - Reduction in Force (RIF) <u>Retirement:</u> <input type="checkbox"/> 30 - Service Retirement <input type="checkbox"/> 34 - Disability Retirement <input type="checkbox"/> 13 - Other _____ </td> <td style="vertical-align: top; width: 50%;"> <u>Involuntary:</u> <input type="checkbox"/> 22 - Job Abandonment <input type="checkbox"/> 40 - Probationary Release <input type="checkbox"/> 42 - Unsatisfactory Performance <input type="checkbox"/> 46 - Misconduct <input type="checkbox"/> 21 - Attendance <input type="checkbox"/> 45 - Dishonesty <input type="checkbox"/> 44 - Insubordination <input type="checkbox"/> 43 - Policy Violation <input type="checkbox"/> 48 - Temporary Job <u>Miscellaneous</u> <input type="checkbox"/> 41 - Mutual Agreement <input type="checkbox"/> 80 - Deceased </td> </tr> </table>				<u>Voluntary:</u> <input type="checkbox"/> 01 - Family Obligations <input type="checkbox"/> 02 - Return to School <input type="checkbox"/> 03 - Relocation <input type="checkbox"/> 04 - Medical <input type="checkbox"/> 07 - Career Change <input type="checkbox"/> 08 - Dissatisfied with job duties/supervisory relationship/working conditions <input type="checkbox"/> 09 - Career Advancement <input type="checkbox"/> 12 - Orientation No-Show <input type="checkbox"/> 60 - Reduction in Force (RIF) <u>Retirement:</u> <input type="checkbox"/> 30 - Service Retirement <input type="checkbox"/> 34 - Disability Retirement <input type="checkbox"/> 13 - Other _____	<u>Involuntary:</u> <input type="checkbox"/> 22 - Job Abandonment <input type="checkbox"/> 40 - Probationary Release <input type="checkbox"/> 42 - Unsatisfactory Performance <input type="checkbox"/> 46 - Misconduct <input type="checkbox"/> 21 - Attendance <input type="checkbox"/> 45 - Dishonesty <input type="checkbox"/> 44 - Insubordination <input type="checkbox"/> 43 - Policy Violation <input type="checkbox"/> 48 - Temporary Job <u>Miscellaneous</u> <input type="checkbox"/> 41 - Mutual Agreement <input type="checkbox"/> 80 - Deceased
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PERFORMANCE EVALUATION

Many former employees apply for re-employment. Your evaluation of the employee's performance can be of significant value at a later time. A brief description of duties at the time of separation, and how they were performed could be very important. **BE SPECIFIC.**

DESCRIPTION OF DUTIES:

EVALUATION OF EMPLOYEE'S PERFORMANCE:

ELIGIBLE FOR REHIRE IN THE DEPARTMENT?

- ☐ Yes
 - ☐ Cannot make this determination for reasons such as:
 - Insufficient opportunity to assess performance
 - Insufficient opportunity to assess capability
 - Insufficient integration of employee into work environment
 - Mutual misunderstanding about job expectations
 - Inability to predict future performance or capability
 - ☐ No
 - ☐ Request HRM review for not eligible in the County
- If no, explain:

Supervisor's Signature

Date

Director's Signature

Date

HRM USE ONLY

- ☐ Not eligible for rehire in County

HRM Director's Signature

Date